

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5136

**TITLE:** ENVIRONMENTAL SERVICES SUPERVISOR

**GRADE:** S-23

**DEFINITION:**

Under general supervision, supervises multiple crews of subordinates engaged in the inspection, repair, rehabilitation and maintenance of the County's wastewater collection and stormwater control and maintenance systems. Coordinates with residents, citizens groups, contractors and other State and County teams; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class serves as a supervisor of multiple crews doing maintenance, construction and repair work on environmental services infrastructure and maintenance programs.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Directs and supervises crews of maintenance workers, skilled trades, engineering and environmental technicians, heavy equipment and motor equipment operators, and other staff in the inspection, repair and maintenance of wastewater collection and stormwater control and maintenance systems;

Plans work schedules, assigns work to crew chiefs and work crews and determines the priority of work projects based on pending work orders and citizen complaints;

Supervises employees including performance appraisals, recommending salary actions, promotions and disciplinary actions, interviewing prospective employees, training and development of employees;

Leads safety program management and monitors compliance with safety regulations;

Coordinates work and schedules with residents, citizens groups, homeowners, contractors and State agencies;

Serves as main point of contact on work crews for citizens and residents;

Acts as interface between work crews, citizens and other organizations to communicate citizen concerns and technical information;

Estimates the necessary manpower, materials, equipment and supplies required for all projects;

Prepares reports, documents, and electronic files in regard to safety issues, compliance issues, daily work activities, and employee performance;

Provide input and statistical data in preparation of budgets;

Researches site information and GIS background for stormwater and sanitary sewer infrastructure repair and replacement.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Considerable knowledge of Federal, State, and Local rules and regulations;  
Knowledge of safety regulations, safety review and investigative procedures;  
Knowledge of contracting procedures;  
Knowledge of erosion and sediment control measures;  
Ability to plan, schedule, and supervise work of others;  
Ability to perform audits of work procedures, work performance, facility, and equipment and take corrective action as required;  
Ability to operate heavy vehicles and equipment;  
Ability to supervise and train others in the operation of a variety of heavy vehicles and equipment;  
Ability to communicate effectively both orally and in writing;  
Ability to prepare reports and documents that pertain to operational and compliance issues within the wastewater or stormwater management program;  
Ability to maintain good working relationships with contractors, citizens groups, residents and other State and County agencies.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from high school or a GED issued by a state department of education, PLUS  
Six years of experience managing field operations involving heavy equipment operations, scheduling, and maintenance in the specialty area.

**CERTIFICATES AND LICENSE REQUIRED:**

Must have and maintain a valid Motor Vehicle Driver's License.  
Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License and may be required to provide copies of driving record periodically for verification of driving status.  
Some positions require a Virginia Waste Management Facility Operators License.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REGRADED: May 20, 2009  
ESTABLISHED: April 27, 2009